



User Manual Resolution Record Series Washington State Digital Archives

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1.0 Definitions

1.1 List of Special Terms and Definitions

WADA	Washington State Digital Archives
Record	A collection of information that contains fields.
JPEG	A file format commonly known as an image format used by digital cameras and other photographic image capture devices.
Keyword Search	A keyword search allows the user to search on all <i>other</i> records in our collection that are NOT name based records. The keyword field allows the user to enter one or more terms to locate records which contain these words.
Detailed Search	A detailed search allows the user to select one record series and search on additional fields that are pertinent only to <i>that</i> record series.

2.0 Resolutions Record Series Instructions

2.1 Purpose

The purpose of this user manual is to provide the user with specific instructions in order to successfully search and obtain records within the Resolution Record Series.

2.2 Dependencies

One of the following browsers must be installed and configured properly in order to access the Resolutions Record Series from the Digital Archives website.

- Internet Explorer 6.0 or 7.0
- Firefox 2.0 to 3.0
- Safari 3.2
- Opera 9.27

The following installation of the browser Lizardtech DJVU is an optional browser that may be installed to view images within a record of the Resolution Record Series.

- <http://www.celartem.com/en/download/>

2.3 Keyword Search

Launch your browser; navigate to the Digital Archives website
www.digitalarchives.wa.gov click the *Keyword Search* tab.

A keyword search can be searched against the **Party Name**, **Party Type**,
Committee and **Resolution Number**.

The screenshot displays the Washington State Digital Archives website. At the top is a banner with the text "Washington State Digital Archives" and a navigation menu with links: "Digital Archives Home", "Search", "Collections", "News", "eRecords Management", and "About Us". Below the banner, the "Digital Archives Home" section is visible. The main content area features a search interface with a header "SEARCH THE DIGITAL ARCHIVES". Under this header are three tabs: "PEOPLE SEARCH", "KEYWORD SEARCH" (which is selected), and "DETAILED SEARCH". The "KEYWORD SEARCH" tab contains a "Record Series" dropdown menu set to "Resolution Records", a "Keywords" text input field, and a "Search" button. To the right of the input fields are links for "»Search Help" and "»Detailed Search". Below the search interface, two statistics are listed: "Total Records Preserved Online: 11,757,531" and "Total Records Searchable Online: 11,757,509". At the bottom of the page is a "NEWS" section header.

Washington State
Digital Archives

Digital Archives Home | Search | Collections | News | eRecords Management | About Us

Digital Archives Home

SEARCH THE DIGITAL ARCHIVES

PEOPLE SEARCH | KEYWORD SEARCH | DETAILED SEARCH

Record Series: Resolution Records »Search Help
Keywords: »Detailed Search

Search

Total Records Preserved Online: 11,757,531
Total Records Searchable Online: 11,757,509

NEWS

In the Record Series drop down list select “Resolution Records”. Then type in a key word to call up a record. For example: Type in “TPCHD” then click on Search.

Washington State
Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us

Digital Archives Home

SEARCH THE DIGITAL ARCHIVES

PEOPLE SEARCH KEYWORD SEARCH DETAILED SEARCH

Record Series: Resolution Records »Search Help
Keywords: TPCHD »Detailed Search

Search

Total Records Preserved Online: 80,576,525
Total Records Searchable Online: 63,759,183

NEWS

There are 2248 matches associated with the Keyword “TPCHD”, to view the record click on the *Resolution Records (Show All Records)* link or expand the *Resolution Record* by clicking on the plus sign.

The screenshot displays the Washington State Digital Archives website. The header includes the site name and navigation links. The 'Detailed Search' section contains various filters: Record Series (set to Resolution Records), County (All Counties), Title (All Titles), Government Entity, Resolution Number (with From/To fields), Year, and Keywords (set to TPCHD). A red arrow points to the 'Resolution Records (Show All Records)' link in the search results table.

Record Series	Results Count
Resolution Records (Show All Records)	2248

To select a title, click on a title under the *Title Name* heading to view records for the title name selected.

Washington State Digital Archives

About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

Detailed Search

Search Options

Record Series: Resolution Records [What Does this include?](#)

County: -- All Counties --

Title: -- All Titles --
Entity Name or Party Name

Government Entity:

Resolution Number: From To

Years: Party Name, Party Type, Committee, Resolution Number

Keywords: TPCHD

Search Results

Record Series	Results Count
<input type="checkbox"/> Resolution Records (Show All Records)	2248

Title Name	Results Count
Tacoma-Pierce County Health Department Board of Health Resolutions	2248

The application will navigate to the *Detailed Search* page where a specific record may be called up by clicking on any of the fields such as:

Party Name: the party name will contain the party and the city, for example; TPCHD or City of Roy.

Party Type: Local Government and State Agencies.

Committee: Local Government and State Agencies.

Document Number: Is a Unique reference number for the individual record.

Date: Date the Minute was recorded.

Image: Contains the image of Resolution Records.

These fields are differentiated by date such as “1905/05/26” and can be sort able by clicking on the arrow under the headings.

Washington State Digital Archives

Search Options

Record Series: Resolution Records

County: All Counties

Title: Tacoma-Pierce County Health Department Board of Health Resolutions

Government Entity:

Resolution Number:

Year: Party Name, Party Type, Committee, Resolution Number

Keywords: TPCHD

Search Results

Search Results For: Resolution Records 2248 Matches

Party Name	Party Type	Committee	Document Number	Date Y/M/D	Image
TPCHD	Entity	Board of Health	20	1905/05/26	
TPCHD	Entity	Board of Health	50	1905/05/27	
TPCHD	Entity	Board of Health	60	1905/05/27	
TPCHD	Entity	Board of Health	69	1905/05/27	
TPCHD	Entity	Board of Health	93	1905/05/28	
TPCHD	Entity	Board of Health	73	1905/05/28	
TPCHD	Entity	Board of Health	92	1905/05/28	
TPCHD	Entity	Board of Health	79	1905/05/28	
TPCHD	Entity	Board of Health	78	1905/05/28	
TPCHD	Entity	Board of Health	124	1905/05/29	

Page 1 of 225, Records 1-10 of 2248

Jump To Page: 1

Records Per Page: 10

Single arrow paging will page to the next page of records and the double arrow paging will page to the last page of records.

Jump to page, dropdown list will allow a specific page on the list to be selected.

Records per Page, allows a selected number of records to be viewed on one page.

Once a record is selected the application will navigate to the *View Record* page where the Meta data on the left of that page can be viewed and the image to the right of the page may be opened, saved and viewed.

The screenshot shows the 'View Record' page for the Washington State Digital Archives. The header includes the site name and navigation links. The main content is divided into two columns. The left column displays metadata for a record titled 'TPCHD - Tacoma-Pierce County Health Department Board of Health Resolutions'. The right column contains a section for ordering information and a preview of the available image.

Washington State Digital Archives
About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

View Record

TPCHD - Tacoma-Pierce County Health Department Board of Health Resolutions

Record Series:	Resolution Records
Collection:	Tacoma-Pierce County Health Department Board of Health Resolutions
County:	Pierce
Committee:	Board of Health
Subject:	20
Date:	5/26/1905
Filename:	TPCHDR20
Doc.Type:	Resolutions
Department:	TPCHD
Party Type:	Enbty

[Add Comments or Questions](#)

Citation: To learn about the records or related records contact the Puget Sound Regional Archives at (425) 564-3940 or email Archives@pscc.edu

Database: Pierce County Government, Tacoma-Pierce County Health Department, Board of Health, Minutes and Resolutions. ONLINE 2008. Filmed and indexed by Washington State Archives Imaging and Preservation Services. Available Online: <http://www.digitalarchives.wa.gov>

Source: Tacoma-Pierce County Board of Health, Minutes and Resolutions, 1971-1999.

Original records located at Puget Sound Regional Archives, Bellevue, WA.

Please see citation for order information

Not Orderable Online

Available Images

 [Image # 1 of 1](#)
[1 Page\(s\)](#)

This is a sample image of the "1905/05/26" record after a viewable format has been selected.

RESOLUTION NO. 20

This resolution recinds Section III of Resolution No. 5 and Resolution No. 9 pertaining to the vacation accrual and schedule for employees of the Combined Health Department and sets forth a new accrual and schedule as shown below:

<u>YEARS OF EMPLOYMENT</u>	<u>DAYS EARNED</u>	<u>TOTAL DAYS EARNED</u>
1st Year	12	12
2nd Year	12+1	13
3rd Year	12+2	14
4th Year	12+2	14
5th Year	12+3	15

1. Each regular, probationary, or appointive full-time employee shall earn vacation leave at the rate of one (1) working day for each full calendar month of service and, for each year thereafter, one (1) bonus day, to a maximum of thirty (30) days annual accrual. Bonus days shall be credited to the employee at the first of the calendar year in which any of the above periods of service will be complete.
2. Except for the rate of accrual herein above set forth, the provision of Section I.12.220 of the official code of the City of Tacoma shall govern vacation practices.
3. The effective date of the rate of accrual shall be 1/1/73.

BOARD OF HEALTH

By _____

By _____

By _____

Adopted _____

2.4 Detailed Search

Launch your browser navigate to the Digital Archives website
www.digitalarchives.wa.gov click on the *Detailed Search* tab.

To do a detailed search, select the *Detailed Search* tab or the *Detailed Search* link next to the Record Series drop down list. This will navigate to the Detailed Search Page.



The screenshot displays the Digital Archives website's search interface. At the top, the header includes the site name and navigation links. Below this, a search bar is present. The main search area features three tabs: 'PEOPLE SEARCH', 'ADDITIONAL RECORD SERIES', and 'DETAILED SEARCH'. The 'DETAILED SEARCH' tab is highlighted with a red circle, and a red arrow points to it. Below the tabs, there is a form with a 'Record Series' dropdown menu (currently set to 'All Record Series'), 'First Name' and 'Last Name' input fields, and a 'Search' button. To the right of the form, there are links for '»Search Help' and '»Detailed Search'. At the bottom of the page, it states 'Total Records Preserved Online: 1,044,274'.

On the *Detailed Search* page under the *Search Options* in the Record Series drop down list a Record Series may be selected.

The screenshot shows the 'Digital Archives' website interface. At the top is a navigation bar with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. Below this is the 'Detailed Search' section. Under 'Search Options', there are three dropdown menus: 'Record Series' (currently showing 'Select Record Series'), 'County' (showing '-- All Counties --'), and 'Title' (showing '-- All Titles --'). A red arrow points to the 'Record Series' dropdown. To the right of these fields are 'Search' and 'Clear Form' buttons. Below the search options is a 'Search Results' section.

Select "Resolution Records" in the drop down list. To find out what the drop down includes click on the "What Does this include" link next to it, this link will display a list of all the titles associated with the Resolution Record Series.

This screenshot shows the 'Washington State Digital Archives' website. The navigation bar is identical to the previous screenshot. In the 'Detailed Search' section, the 'Record Series' dropdown is now set to 'Resolution Records'. A link labeled 'What Does this include?' is visible next to the dropdown. Below the 'Record Series' dropdown, there are additional search fields: 'County' (showing '-- All Counties --'), 'Title' (showing '-- All Titles --'), 'Entity Name or Party Name' (a text input field), 'Government Entity' (a text input field), 'Resolution Number' (a text input field), 'Year' (with 'From' and 'To' sub-inputs), and 'Keywords' (a text input field). The 'Search' and 'Clear Form' buttons are still present. Below the search options is a 'Search Results' section.

To search for a specific record select *Pierce* in the **County** dropdown list, *Fife City Council Resolutions* in the Title dropdown list, *City of Fife* in the **Keywords** field (A particular party name and date range may also be entered) then click search. Users may type in a keyword such as *City of Fife*, or search by date a range if looking for particular range then, click *Search*.

The screenshot displays the Washington State Digital Archives website. The header includes the site name and navigation links. The 'Detailed Search' section contains the following fields:

- Record Series:** Resolution Records (with a link 'What Does this include?')
- County:** Pierce
- Title:** Fife City Council Resolutions (with a sub-label 'Entity Name or Party Name')
- Government Entity:** (empty field)
- Resolution Number:** (empty field)
- Year:** (empty fields for 'From' and 'To')
- Keywords:** City of Fife

At the bottom right of the search form, there is a 'Search' button circled in red with a red arrow pointing to it, and a 'Clear Form' button next to it.

Users may clear the form of their selected Record Series by clicking the Clear Form button at the bottom of the page.

The screenshot shows the Washington State Digital Archives website. At the top is a navigation bar with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. Below this is a 'Detailed Search' section. Under 'Search Options', the following fields are visible: 'Record Series' (set to 'Resolution Records'), 'County' (set to 'Pierce'), 'Title' (set to 'File City Council Resolutions'), 'Government Entity' (empty), 'Resolution Number' (with 'From' and 'To' sub-fields), 'Year' (empty), and 'Keywords' (set to 'City of File'). A 'Search' button is located at the bottom right of the form. Next to it is a 'Clear Form' button, which is circled in red. A red arrow points from the right side of the page towards the 'Clear Form' button. Below the search form is a 'Search Results' section.

There are 1062 matches found to be associated with the Party Name “City of Fife”, to open a record select on any of the fields that are differentiated by date.

Washington State Digital Archives

Search Options

Record Series: Select Record Series

County: All Counties

Title: All Titles

Search Results

Search Results For: Resolution Records 1062 Matches

Party Name	Party Type	Committee	Document Number	Date Y/M/D	Image
City of Fife	Entity	Council	1	1957/10/08	
City of Fife	Entity	Council	2	1957/10/16	
City of Fife	Entity	Council	3	1957/11/12	
City of Fife	Entity	Council	4	1958/03/12	
City of Fife	Entity	Council	5	1958/06/26	
City of Fife	Entity	Council	7	1958/09/23	
City of Fife	Entity	Council	10	1958/12/22	
City of Fife	Entity	Council	9	1958/12/22	
City of Fife	Entity	Council	11	1960/03/08	
City of Fife	Entity	Council	12	1960/05/12	

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Jump To Page: 1

Records Per Page: 10

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Washington State Digital Archives

About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

View Record

City of Fife - Fife City Council Resolutions

Record Series:	Resolution Records
Collection:	Fife City Council Resolutions
County:	Pierce
Committee:	Council
Subject:	1
Date:	1957-10-08
Filename:	FIFCITR19571008001
Doc.Type:	Resolution
Department:	City of Fife
Party Type:	Entity

[Add Comments or Questions](#)

Citation: To learn about the records or related records contact the Puget Sound Regional Archives at (425) 564-3940 or email Archives@psra.org.

Database: Fife Municipal Government, Clerk-Treasurer, Minutes, Ordinances and Resolutions. ONLINE 2008. Filmed and indexed by Washington State Archives Imaging and Preservation Services. Available Online: <http://www.digitalarchives.wa.gov>.


Source: City of Fife, Minutes, Ordinances and Resolutions, 1957-2006.

Original records located at Puget Sound Regional Archives, Bellevue, WA.

Please see citation for order information

Not Orderable Online

Available Images

 [Image # 1 of 1](#)
[4 Page\(s\)](#)

Image

Metadata

This is a sample image of "1957/10/08" record after a viewable format has been selected.

RESOLUTION NO. 1
TOWN OF FIFE, WASHINGTON

A resolution regarding the transfer of funds from
the Street Fund to the Current Expense Fund.

WHEREAS, There now exists a surplus in the Street Fund
and additional funds are needed at this time in the Current
Expense Fund in order that the Town may meet its outstanding
obligations; and WHEREAS, it is the considered conclusion of the
Town Council that such sums as needed should be transfered from
the Street Fund into the Current Expense Fund;

NOW THEREFORE

BE IT RESOLVED by the Town Council of the Town of
Fife:

That the sum of One Thousand One Hundred Fifty Dollars
(\$1,150.00) be transfered from the Street Fund into the Current
Expense Fund and that said sum shall be transfered back from
the Current Expense Fund to the Street Fund during the year of
1958.

Adopted this 8th day of October, 1957.

**Prepared by Tara Henneberg
July 10, 2008**